

EMPLOYEE LOW INCOME STATUS FORM

Company Name

I certify that I was hired on (1) ____ (Month)/ ____ (Day)/ ____ (Year). My household size during the prior twelve months beginning on (2) ____ (M)/ ____ (D)/ ____ (Y) through my hire date was (3) _____. My household income for that period was (4) above/below (5) \$_____.

Signature _____

Date _____

Address _____

INSTRUCTIONS

- (1) Fill in the month, day and year in which you were hired.
- (2) Fill in the month, day, and year twelve months prior to your hire date listed on line 1.
- (3) Fill in the number of persons living with you who are related by blood, marriage, or adoption. Exclude anyone over 18 years old who receives less than half his/her support from the family.
- (4) Circle either above or below to indicate if your family income was above or below the amount in (5). Family income means the total income received by all family members over age 16. Family income includes wages, interest and dividend income, Social Security, alimony and child support. Do not include public assistance (welfare) payments, disability payments or unemployment benefits.
- (5) Using the chart provided below, enter on line (5) the dollar amount listed under your household size for the year listed on line (2).
Complete the rest of the form.

MAXIMUM INCOME LIMIT BASED ON PERSONS PER HOUSEHOLD

PERSONS	1	2	3	4	5	6	7	8
2003	\$30,700	\$35,050	\$39,450	\$43,850	\$47,350	\$50,850	\$54,350	\$57,850
2002	\$30,700	\$35,050	\$39,450	\$43,850	\$47,350	\$50,850	\$54,350	\$57,850
2001	\$28,000	\$32,000	\$36,000	\$40,000	\$43,200	\$46,400	\$49,600	\$52,800
2000	\$27,350	\$31,250	\$35,150	\$39,050	\$42,450	\$45,300	\$48,400	\$51,550
1999	\$26,750	\$30,600	\$34,400	\$38,250	\$41,300	\$44,350	\$47,400	\$50,500
1998	\$25,600	\$29,250	\$32,900	\$36,550	\$39,500	\$42,400	\$45,350	\$48,250

SOURCE: U.S. Department of Housing and Urban Development (Figures show 80% of the area median income).

How to Create and Use a Maximum Income Limit Chart

To create the Maximum Income Limit Chart used to determine an employee's income status, you can download charts that show 80% of the locality's median income based on household size at <http://www.dhcd.state.va.us/Forms/VEZP/LMI%20Income%20Limits.PDF>.

A person's low-income status is determined by the household income in the **year prior to the hire date of the employee**.

Scenario: ACME Products, Inc.

Your employee was hired on April 1, 2003. In the year prior to his/her employment with ACME Products, 2002, he/she was a single person household and his/her total income for 2002 was \$35,000. Below is an example of the format that can be used to certify low-income status and ACME Products, Inc. is used as an example.

EMPLOYEE LOW INCOME STATUS FORM EXAMPLE

ACME Products, Inc

Company Name

I certify that I was hired on (1) April (Month)/ 1 (Day)/ 2003 (Year). My household size during the prior twelve months beginning on (2) March (M)/ 31 (D)/ 2002 (Y) through my hire date was (3) 1. My household income for that period was (4) **above**/below (5) \$30,700.

Your employee listed \$30,700 on line (5) above because they used the income standard for the year prior (2002) to the hire date in 2003. They selected the values under column one because the year prior to the hire date they were a single person household. Since they earned \$35,000 in 2002 they would circle the word "above" by line (4) on the Employee Low Income Status Form.

MAXIMUM INCOME LIMIT BASED ON PERSONS PER HOUSEHOLD

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